

SHERIFF'S COMMANDER

DEFINITION:

Under administrative direction of the Assistant Sheriff, to plan, direct, and coordinate the activities of a major organizational unit of the Sheriff's Department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Sheriff's Commander, the highest classified position in the Sheriff's Department, directs one of the five bureaus: Law Enforcement Operations, Detention Facility Operations, Court Services, Management Services and Human Resources. The next higher class, Assistant Sheriff, an appointive and an unclassified position, is an assistant of the Sheriff and elective (voter-elected) department head. The next lower class, Sheriff's Captain, is responsible for the management and operation of a division within the bureau.

EXAMPLES OF DUTIES:

Directs and manages the operation of several large specialized units of the department through their respective commanding officers; evaluates divisional operations to establish or revise procedures or policies; prepares or directs the preparation of special administrative studies; reviews and submits bureau budget estimates; makes reports and recommendations; makes public appearances on behalf of the department; resolves difficult public relations problems; reviews, confirms, or modifies disciplinary recommendations; interprets County regulations; departmental policy, and governing statutes.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Department policies, procedures, and San Diego County Administrative Code.
- Personnel management.
- Budget analysis and justifications.
- Principles of management and organizational analysis.
- General Management System (GMS) in principle and in practice.

General Knowledge of:

- Local, State and Federal laws.
- Departmental Memoranda of Agreement.
- Civil Service rules and regulations.
- Local law enforcement agencies in San Diego County.

Skills and Abilities to:

- Write comprehensive reports and recommendations.
- Analyze, develop and recommend changes in methods, systems, policy and procedures on highly complex and sensitive issues and programs.

- Recognize and resolve problems of a sensitive or political nature.
- Exercise effective leadership, independent judgment and initiative.
- Communicate effectively to resolve and articulate department's position in very difficult public relations problems.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which demonstrates possession of the knowledge and skills listed above. An example of such education/experience is: Two (2) years of service as a Sheriff's Captain or a Marshal's Captain within the County of San Diego; AND, successful completion of the required California P.O.S.T. Middle Management Course (Title II, Chapter 2, Section 1005c of the Administrative Code of California).

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Conflict of Interest:

Anyone hired into this class will be required to file a Conflict of Interest statement pursuant to Conflict of Interest Codes adopted by County agencies and departments and approved by the Board of Supervisors. Such statement must be filed within thirty (30) days of hiring date.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).